

Instructions for Completing Title Page (Form ED 40-514)

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-514. The time required to complete this information collection is estimated to average 11 hours per response for preliminary proposals and 20 hours per response for full proposals, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: FIPSE; U.S. Department of Education; 8th Floor; 1990 K. Street, N.W.; Washington, D.C. 20006-8544.

Please note: Item 1 and the Congressional District in Item 10 need be completed only at the final proposal stage.

Item 1. Application Number: Leave blank. An application number will be assigned to your proposal by the Application Control Center.

Item 2. D-U-N-S Number: The D-U-N-S Number is assigned to organizations by Dun & Bradstreet. If you do not know your D-U-N-S Number, call the toll-free telephone number maintained by Dun & Bradstreet: 800-333-0505 (Monday - Friday, 8:30 a.m. - 6:00 p.m. Eastern time). **Employer Identification Number:** Enter the 9-digit number assigned to your organization for reporting to the Internal Revenue Service. It is also called the Federal Identification Number and can be obtained from your business office. If you do not have one, your business office should contact the Internal Revenue Service. **NOTE:** No grant can be awarded without these two numbers.

Item 3. Project Director: Enter the name and complete mailing address of the designated Project Director. If no one has been selected, so indicate and enter the name of the person who can be contacted to discuss the programmatic aspects of the project. *NOTE: The name and address listed here will be used to mail proposal status notifications. Do not forget to include the telephone number and e-mail address. Both this address and the Legal Applicant address (Item 9) should be fully completed.*

Item 4. Institutional Information: Check the appropriate spaces to indicate both the type of control and the highest degree level granted by the applicant institution or organization.

Item 5. Federal Funds Requested: Enter the amount of Federal funds being requested from FIPSE in the first, second, and third years of the project. Under "Total Amount" enter the cumulative amount requested for the life of the project.

Item 6. Duration of Project: Enter the beginning date of the project. Enter the ending date and the total number of months covered. Comprehensive Program projects can be proposed for one, two, or three years of funding.

Item 7. Proposal Title: Self-explanatory.

Item 8. Brief Abstract of Proposal: This description should be concise and confined to the space provided, but in no case should you leave this space blank.

Item 9. Legal Applicant: Enter the name and complete mailing address of the nonprofit institution or agency which will serve as the legal applicant (fiscal agent). When more than one institution or agency is involved, enter the name of the one which will be responsible for budget control. *Official notifications of grant awards are sent to this address.* Remember to complete this section fully.

Item 10. Population Directly Benefiting from the Project: Please be specific and include both the approximate number to be benefited and their general characteristics (e.g. "200 non-traditional students").

Item 11. Certification by Authorizing Official: Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to execute the proposed project. Submit the original ink-signed copy of the authorizing official's signature.